At the beginning of your assignment, please fill out the top of this form.

Employment Information/Acknowledgment

According to the policies of InGenesis, Inc., and State regulations pertaining to unemployment, an employee must, upon completion of an assignment, contact InGenesis, Inc., and request placement in a new assignment. This contact should be made with the Request for Re-Assignment Form at the bottom half of this sheet. If such contact is not made, InGenesis, Inc., may consider the employee to have voluntarily quit employment and further assignments may not be offered. In addition, if a claim for unemployment benefits is filed, failure to contact InGenesis, Inc., may affect your benefits eligibility.

Please sign below to indicate that you understand and will abide by this policy.

Employee: _____
Print Name

Signature: _____ Date: _____

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At the end of your assignment, please fax the bottom half of this form to (210) 579-7234

Request for Re-Assignment

When your current assignment terminates with InGenesis, Inc., please fax the bottom half of this form to InGenesis, Inc. With your assistance in completing this form, we will be able to update our files accurately and efficiently and immediately begin efforts to place you in a new assignment.

Name: _____

Position: _____

Client Company Name:_____

Termination Date: _____

Reason for Termination: _____

Signature: _____ Date: _____